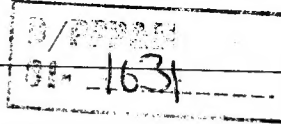


ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Suggestion and Achievement Awards Performance



Chairman, Suggestion and
Achievement Awards Committee
5 E 58

EXTENSION

NO.

DATE

3 February 1981

STATI

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

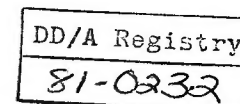
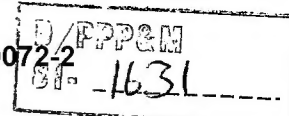
COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Bill,

Attached is the report I send you each noting your successes in the suggestion and incentive awards area. I send it this year with mixed emotion. I am certainly glad to see that employees are continuing to exercise their creativity through submission of suggestions, and I am equally glad to note that employees are not only performing in a superior manner but also being monetarily rewarded for it. My concern is over the limited budget we have to carry on this program in FY-1981. Of the \$200,000 allotted for this program, almost half has been spent through the first quarter. Since no relief through additional funds is in sight, I have personally explained this problem to members of the SAAC and DDO Special Panels who review these award recommendations and asked for their help to keep us within the budget. I would appreciate your efforts and suggestions also in resolution of this matter.

Atts

DD/A REGISTRY
FILE: *Pers-3*



FEB 1981

MEMORANDUM FOR: Acting Deputy Director for Administration

STAT FROM :
Chairman, Suggestion and Achievement
Awards Committee

SUBJECT : Suggestion and Achievement Awards Performance --
Fiscal Year 1980

1. On behalf of the Suggestion and Achievement Awards Committee, I am pleased to note the contributions your Directorate made during Fiscal Year 1980. Highlights for the Directorate of Administration were:

Eligible Suggestions Submitted	243
Suggestions Adopted	69
Adoption Rate	28%
Awards Paid	\$15,775

Special Achievement and Exceptional Accomplishment Award Cases	33
Awards Paid	\$41,950

2. Agency employees initiated 499 suggestions during Fiscal Year 1980, 95% or 475 of which were eligible. This eligibility rate illustrates the quality ideas received through the Agency Suggestion System. Suggestion Awards paid to Agency employees totaled \$33,210 with Directorate of Administration Careerists earning awards totaling \$15,775, or 48% of the total suggestion awards paid Agency-wide. Directorate of Administration Careerists also had the highest participation record with 243 eligible suggestions and 69 adopted suggestions.

3. Awards for Special Achievement and Exceptional Accomplishments during Fiscal Year 1980 totaled \$215,050, a 96% increase over the Fiscal Year 1979 total of \$109,828 and a new record for the program. A total of 191 Agency employees received awards averaging \$1,126. Forty-five employees assigned to the Directorate of Administration earned awards through the Achievement Program.

STAT 4. The performance of the Directorate of Administration was substantially enhanced through the initiative, interest and enthusiasm displayed by your representatives to the Agency's Suggestion and Achievement Awards Committee. Their excellent evaluations and staff work assisted considerably with the prompt completion of award recommendations.

5. Copies of the Agency performance figures are attached as a matter of interest. Sufficient copies are included for dissemination to each of your offices. In the event that you may wish to commend the Offices of Communications, Security, Logistics, Data Processing, and Training and Education for their performance, attached are suggested memorandums for your signature.



STATINTL

Atts